

-7-

APPENDIX "D"

Estimate of additional personnel required if mimeograph stencils or copy for offset reproduction is to be prepared at JISPB.

1. Mimeograph or ultranat

4 typists

2. Offset from unjustified IBM electronic typed copy.

4 IBM electronic typewriter operators

1 layout specialist

3. Offset from justified IBM electronic typed copy

7 IBM electronic typewriter operators

1 layout specialist

Basis of estimate is as follows:

1. For mimeograph or ultranat

Working days per year 253  
Average leave (Annual 20d, Sick 10d) 30  
Net working days per typist 223  
1,500 stencils or mats @ 10 per day per typist - 150 typist days  
6 JANIS per year - 900 typist days  
Number of typists required  $900 \div 223 =$  Approximately 4.

2. For preparing unjustified IBM electronic typed copy

440 pages straight text @ 10 per day per operator 44 operator days  
160 pages tabular matter @ 2 per day per operator 80 operator days  
6 JANIS per year @ 124 operator days per JANIS = 744 operator days  
Number of operators needed =  $744 \div 223 = 3 \frac{1}{3}$  or 4  
Supervisor and layout specialist CAF-6  
Total 5 (4 CAF-5 and 1 CAF-6) 13,600.20

3. For preparing justified IBM electronic typed copy

440 pages straight text first (unjustified) copy @ 12 per day  
per operator 40 operator days  
160 pages tabular matter @ 2 per day per operator 80 operator days  
440 pages text second (justified) copy @ 5 per day per operator 88 operator days  
Total per JANIS 208 operator days  
6 JANIS per year = 1,248 operator days  
Number of operators needed  $1,248 \div 223 =$  Approx. 6

JCS review(s)  
completed.

~~CONFIDENTIAL~~  
-5-

1 supervisor and layout specialist      CAF-6

1 layout specialist      CAF-5

--

25X1A1A

~~CONFIDENTIAL~~